

DRAFT
13 MAY 1975

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12 May 1975

LOGISTICS NOTICE (Expires 31 July 1975)
NO. LN-~~20-159~~

SUBJECT: Discontinued Service Retirement

1. DD/A Administration ^{ve} Notice No. ~~15-4~~ announces that the Directorate of Administration (DD/A) is in a surplus situation requiring some personnel ceiling reductions to meet the 30 June 1975 personnel ceiling. In order to achieve this ceiling, certain components, including the Office of Logistics (OL), have been authorized to offer to eligible and interested employees ~~the opportunity to retire under special conditions as outlined below~~ between now and 31 July 1975.

2. Projections for the OL ceiling very definitely indicate a surplus of personnel, and I am presently reviewing ways to come down to our authorized strength. Unless there are sufficient individuals within the Logistics Career Subgroup who plan to retire within the next 2 months, it will ^{probably} be necessary for this Office to conduct a surplus exercise. I have already instructed each division chief, plus a special panel, and the Logistics Career Service Board to review those employees at the lower end of the ranking scale or provide ^{AND TO IDENTIFY} ~~EMPLOYEES WHO OFFER~~ ^{in the} least value to the Career Subgroup at the present and ~~projected~~ future, ^{becomes} in the event a surplus exercise ~~is~~ necessary. If any employee is interested in knowing his standing within the competitive ranking or if he or she has any question regarding ^{surplus} the procedures, please contact the Chief, Personnel and Training STAFF (P&TS) ~~on extension 2657~~ ^{To} on extension 2657.

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3. In order to increase the opportunity for early retirement ~~for~~ as many personnel as possible, the special retirement options are available to qualified employees within the Career Subgroup regardless of function or grade.

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COMPETITIVE EVALUATION CRITERIA

DATE PREPARED	DISPLAYS SERIOUS DEFICIENCY									SUPERIOR TO PEERS	SCORE
	1	2	3	4	5	6	7	8	9		

PERFORMANCE

1. QUALITY OF WORK											
2. QUANTITY OF WORK											
3. ABILITY TO MEET DEADLINES											
4. ABILITY TO WORK WELL UNDER PRESSURE											
5. TECHNICAL OR PROFESSIONAL KNOWLEDGE											
6. ABILITY TO IMPLEMENT INSTRUCTIONS											
7. CLARITY OF WRITTEN EXPRESSION											
8. CLARITY OF ORAL EXPRESSION										WT	TOT

TOTAL PERFORMANCE

MANAGERIAL CAPABILITY

1. PLANNING ABILITY											
2. EFFECTIVENESS IN ORGANIZING											
3. SUPERVISORY ABILITY											
4. USE OF SOUND JUGEMENT											
5. EFFECTIVENESS IN INFLUENCING OTHERS										WT	TOT

TOTAL MANAGERIAL CAPABILITY

POTENTIAL

1. WILLINGNESS TO ACCEPT RESPONSIBILITIES											
2. ROTATABILTY											
3. ADAPTABILITY TO CHANGES											
4. EVIDENCE OF SELF- IMPROVEMENT											
										WT	TOT

TOTAL POTENTIAL

OTHER FACTORS

1. DIVERSITY OF ASSIGNMENTS											
2. DEGREE OF RESPONSIBILITY IN ASSIGNMENTS											
3. NUMBER AND CHARACTER OF ASSIGNMENTS TO HARSHIP POSTS											
										WT	TOT

TOTAL OTHER FACTORS

TOTAL ALL CATEGORIES

TIME IN GRADE - While time in grade is a factor to be considered in competitive evaluation, it is neither the only nor necessarily the most significant factor in determining competitive rankings for promotion or other opportunities for advancement. Rather, it is one which, in the final analysis, is more properly weighed by Panel and Board members when the Careerists being evaluated are otherwise relatively equal in qualifications, experience, performance, and potential.

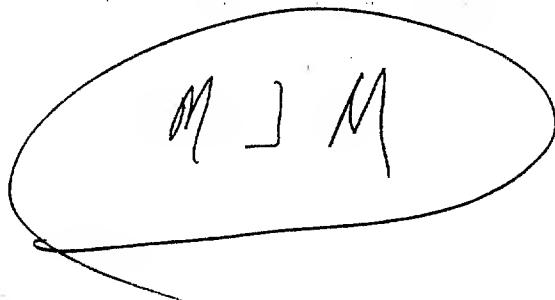
NAME OF INDIVIDUAL BEING RATED	GRADE	DATE OF GRADE	DATE OF BIRTH
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Specifically, retirement will be available for employees who are 50 years of age and have completed 20 years of Federal service or ~~xx~~ for employees who have 25 years of creditable Federal service at any age. Annuities are reduced ~~one-sixth~~ of year 1 percent per month (2 percent per year) for each ~~month~~ the individual is under age 55, if the employee retires under the Civil Service retirement system. There is no reduction in annuity for age under CIARDS. This option will be available only through 31 July 1975, and ~~xxxx~~ there is no assurance of its availability at a later date.

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4. Employees interested in additional information or annuity estimates should contact [REDACTED] P&TS/OL, on extension 2596, or ~~may contact~~ *enquire directly*

to [REDACTED] Office of Personnel, Retirement Operations Branch on extension 3257.



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NAME OF INDIVIDUAL BEING RATED	GRADE	DATE OF GRADE	DATE OF BIRTH
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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	EXO	13 MAY 1975	(S)
2	DD/L	13 MAY 1975	(S)
3	D/L	13 MAY 1975	(S)
4	C/P&TS		
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks: Herewith is a draft of proposed notice on discontinued service. [REDACTED] expects a [REDACTED] DDA notice to go out today or tomorrow. [REDACTED]			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.		DATE	
<i>[Signature]</i>			
UNCLASSIFIED	CONFIDENTIAL	SECRET	

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